

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Utility Supervisor

BAND	GRADE	
NE	623	
DEPARTMENT: Varies	ACCOUNTABLE TO: Division Manager	FLSA STATUS: Non-Exempt
CLASS SUMMARY: Incumbents are responsible for the supervision of the daily operations of their assigned area. Duties include: conducting and signing employee evaluations; scheduling projects and work assignments; collecting information and notifying contractors, engineers, developers and vendors about projects; reviewing applications and designing as-builts; monitoring energy efficiency and reviewing monthly bills; and, overseeing janitorial services.		
DISTINGUISHING CHARACTERISTICS: This is the fifth level of a five level utility series. The Utility Supervisor is distinguished from the Field Supervisor and Utility Leads in that the Utility Supervisor has full supervisory responsibility over all subordinate employees.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Supervises personnel which includes planning and supervising projects; training employees on proper methods and procedures; scheduling, assigning and evaluating work; approving time off; conducting safety meetings; and, inspecting projects in area of assignment.	Daily	
2.	Implements goals and objectives of the department by enforcing City policies and regulations, evaluating operations, making recommendations for improvements or changes, coordinating activities with other departments and agencies, planning projects, preparing bid specifications, reviewing bid applications, assisting in budget preparation, managing facilities projects and monitoring energy efficiency.	Daily	

New 07/07

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3.	Supervises and assists in installations and repairs on water equipment to include: locating water lines; collecting monthly water samples; monitoring and adjusting treatment processes; maintaining pump operations and gas engines; installing fire hydrants and fire lines; flushing systems; repairing fire hydrants; repairing, installing and/or replacing valves; investigating water leaks; repairing water mains and booster wells; and installing service from water main to meter.	Varies	
4.	Supervises and assists in operating and performing maintenance on various light to heavy equipment involved in the maintenance and upkeep of grounds and streets, such as street sweepers, sand trucks, path trucks, lawn mowers, service trucks, backhoes, cranes, graders, front-end loaders, dump trucks, vector trucks and jet rodders.	Varies	
5.	Supervises and assists in performing standard construction activities to include marking as-builts for projects, and performing plumbing repairs, drywall repairs, painting, welding, fabrication, replacing lighting fixtures, carpentry work and roofing activities.	Varies	
6.	Supervises the daily inspections of various water and electrical equipment and station locations by checking and recording levels and making proper adjustments.	Varies	
7.	Supervises and assists with installations and repairs on wastewater systems by installing sewer taps, repairing main lines, rehabilitating manholes and ensuring are following proper shoring and confined space regulations and practices.	Varies	

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8.	Supervises and assists with maintenance activities on collection equipment by performing repairs, lubricating equipment, televising collection lines, calibrating equipment, and, interpreting chemical analysis.	Varies	
9.	Supervises the operation of water and/or wastewater plant operations.	Varies	
10.	Collects and verifies information from the public, contractors, engineers, developers and vendors; receives complaints from public; and, notifies required parties of work activities.	Varies	
11.	Completes work orders, orders supplies and other materials; picks-up supplies and materials.	Varies	
12.	Completes and maintains required records and reports which includes updating project files, coding and tracking expenditures and informing manager of daily departmental activities.	Daily	
13.	Performs other duties of a similar nature or level.	As Required	

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Knowledge (position requirements at entry):

Knowledge of:

- Administration principles, including implementing goals and objectives, planning projects and coordinating activities;
- Supervisory principles including training, scheduling, assigning and evaluating work;
- Methods, materials and equipment used in construction, water or wastewater maintenance;
- Water treatment and production systems;
- Sewer systems;
- Basic construction methods, including electrical systems, pipefitting, welding and fabrication and masonry;
- Safety precautions;
- Laws, regulations and ordinances governing area of assignment such as traffic laws, blue stake laws and water/systems regulations, OSHA regulations, etc.;
- Sampling and collection procedures.

Skills (position requirements at entry):

Skill in:

- Coordinating and supervising multiple projects;
- Monitoring and evaluating staff;
- Maintaining and repairing equipment;
- Using hand and power tools;
- Using testing equipment;
- Reading and interpreting blueprints;
- Performing mathematical calculations;
- Performing construction related activities;
- Operating various equipment related to area of assignment;
- Performing traffic control;
- Installing and repairing water and sewer systems;
- Using and storing chemicals;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School diploma or General Equivalency Diploma (G.E.D.) supplemented by coursework related to supervisory principles and seven years of experience performing work in water, wastewater, or parks and maintenance including one year of working in a lead capacity; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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Licensing Requirements (position requirements at entry):

Positions require:

- Valid Arizona Driver's License.

Positions will require the following certifications depending on assignment as follows:

Water Division – Distribution System

- Water Distribution IV Certification.

Water Division – Production Facility and/or Treatment Plant

- Water Treatment IV Certification.

Wastewater Division - Collections

- Wastewater Collection IV Certification.

Wastewater Division - Treatment

- Wastewater Treatment IV Certification.

Positions may also require one or more of the following licenses depending on area of assignment:

- Confined Space/Training and Shoring Certification;
- Closed Circuit Television Certification;
- Valid State of Arizona Driver's License with Commercial Endorsement and/or Hazardous Materials Endorsement;
- Forklift Certification;
- Flagger's Certification;
- Hazardous Materials Certification.

Physical Requirements:

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.

Classification History:

Draft prepared by Human Resources/Risk Management (jls)

Date: 07/07

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